

## **Statutes**

### **Chapter I (general provisions)**

#### **Article 1 (definition)**

1. The Centre for the Study of the Sociology and Aesthetics of Music, designated by the acronym CESEM, is an interdisciplinary research institution encompassing several academic fields: social sciences, communication and linguistic studies, historical sciences, humanities, and artistic studies.
2. The CESEM is based at the Faculty of Social Sciences and Humanities at the Universidade NOVA de Lisboa, designated by the acronym NOVA FCSH, and incorporates teams which, when composed of a minimum of five Integrated Researchers with a Doctorate connected with another institution, may constitute satellite research units, once formally established as such.

#### **Article 2 (objectives and mission)**

The objectives and mission of the CESEM shall be to:

- a) expand and deepen research in fields including, but not limited to: the sociology, aesthetics, philosophy, psychology, history, composition, palaeography, philology, analysis and iconography of music, education and human development, gender studies, music and technology and the interpretation of music, as expressed through current developments in the fields referred to in 1.1;
- b) promote interdisciplinary collaboration in these contexts;
- c) facilitate, support and develop research projects;
- d) facilitate the creation and dissemination of all types of texts and research instruments, including monographs, collective works and other critical studies undertaken in the academic disciplines listed in 2. a), in both traditional and online formats;
- e) facilitate the publication of critical editions of musical works, correspondence, written and other documentation, as studied in the contexts referred to in 2. a);
- f) facilitate the formation of teams of specialist researchers;
- g) develop partnerships and forge links with other national and international research institutions and support programmes to expand research and higher education into international contexts;
- h) encourage the realisation of artistic works created, published or researched within the remit of CESEM activities;
- i) organise and participate in the organisation of scientific events;
- j) provide services to the community within the context of its research activity;
- l) promote the principles and practice of open science;
- m) promote the integration and continuous professional development of students and young researchers.

## **Chapter II (composition)**

### **Article 3 (members)**

1. The CESEM is comprised of:
  - a) Integrated Researchers with a Doctorate;
  - b) Integrated Researchers without a Doctorate;
  - c) Collaborators.
2. Integrated Researchers with a Doctorate are Portuguese or foreign nationals who meet the criteria for membership defined by the Scientific Council in respect of the rules stipulated by the regulating entity of the National Research System, as well as researchers under exclusive contract to NOVA FCSH.
3. Integrated Researchers without a Doctorate are Portuguese or foreign nationals in possession of a masters degree or equivalent who are undertaking research at the CESEM, including doctoral research, who meet the criteria for membership defined by the Scientific Council in respect of the rules stipulated by the regulating entity of the National Research System.
4. Collaborators are researchers with or without a Doctorate, Portuguese or foreign nationals, who are undertaking regular or occasional activity at the CESEM alongside their principal activity, are attending undergraduate or postgraduate courses, are attached to another national or international research unit, do not have an institutional affiliation, or do not meet the criteria for membership defined by the Scientific Council.
5. The CESEM welcomes visiting researchers, Portuguese or foreign nationals, who are undertaking temporary research projects or specific assignments.
6. The status of CESEM member in the categories described in 3.1. a) and 3.1. b) shall be awarded following nomination by the members of the CESEM or application from the interested party, and is subject to approval by the Scientific Council.
7. The status of CESEM member in the category described in 3.1. c) above shall be awarded following nomination by the members of the CESEM or application from the interested party, and is subject to approval by the Coordinator of the Research Group with which the candidate is planning to collaborate.
8. CESEM Integrated Researchers or collaborators who are awarded master's degrees or doctorates should expressly confirm their intention to maintain their member status.

### **Article 4 (rights and responsibilities)**

1. Members of the CESEM have the right to:
  - a) use the resources, equipment and accommodation at the CESEM in order to pursue their activity, subject to availability and adherence to the relevant regulations for use;
  - b) access the CESEM library, subject to adherence to the regulations for its use;
  - c) access, where possible remotely, the online resources subscribed to by the CESEM and NOVA FCSH;
  - d) receive information on all of the activities undertaken and promoted by the CESEM;
  - e) apply to the relevant authorities for the realisation and development of projects or activities congruent with the objectives of CESEM;

- f) if Integrated Researchers with or without a Doctorate, make use of available support, including financial, for the presentation of communications in conferences and the publication of academic texts, subject to their relevance to CESEM strategy and available funds;
  - g) if Integrated Researchers with a Doctorate, exercise a vote in all the bodies of which they are a member;
  - h) if Integrated Researchers without a Doctorate, exercise a vote in the General Assembly.
2. Members of the CESEM are required to:
- a) participate in CESEM activities and reference CESEM in their research work;
  - b) present, within the stipulated time frame, an annual report of their activities in accordance with current requirements, as well as any other information requested by the CESEM, the institution supervising their research or NOVA FCSH;
  - c) keep the NOVA research information management system updated with a register of all research output of which they are authors, co-authors, editors or with which they are involved in any other capacity;
  - d) meet the criteria for membership stipulated by the Scientific Council;
  - e) discharge any functions for which they are elected, or which are designated to them and execute any occasional tasks related to these;
  - f) attend meetings at which their presence is requested, except in agreed cases of unavoidable indisposition;
  - g) refer to their status as a CESEM member in publications, research or published work or activities of artistic creation and production.

### **Article 5**

#### **(termination of membership)**

1. Membership of the CESEM shall be relinquished:
  - a) at the request of the member, where communicated in writing to the Board of Directors;
  - b) on dismissal, following approval by the Scientific Council of a proposal submitted by the Board of Directors.
2. Reasons for dismissal shall be:
  - a) repeated failure to discharge any of the responsibilities outlined in 4. 2, or unjustified non-compliance with any rulings made by the CESEM authorities;
  - b) any conduct that damages or discredits the CESEM;
3. In the cases referred to in 5. 2. b), the Board of Directors may authorise a preliminary suspension of member status until the next meeting of the Scientific Council.

### **Chapter III**

#### **(authorities, competencies and functions)**

### **Article 6**

#### **(authorities)**

1. The bodies of the CESEM are:
  - a) the Board of Directors;
  - b) the Scientific Council;
  - c) the General Assembly;
  - d) the Research Groups;
  - e) The Board of External Advisors;
  - f) the Editorial Committee.

2. The Board of Directors shall consist of the President, the Executive Director, the Executive Secretary, two voting members and two substitute members, a representative of each autonomous satellite research unit, a representative of each Research Group (Coordinator or Assistant Coordinator) and the previous CESEM presidents.

a) The Board of Directors is composed of Integrated Researchers with a Doctorate.

b) The President, the Executive Director, the Executive Secretary and at least one of the voting members shall be Integrated Researchers with a Doctorate contracted to NOVA FCSH.

3. The current President, the Executive Director, the Executive Secretary and the representatives of the autonomous satellite research units constitute the Executive Commission.

a) In the case of indisposition of the Executive Director, one of the members of the Executive Commission shall assume the executive direction in the role of Deputy Director. In the case of indisposition of any member of the Executive Commission for an extended period, one of the substitute members shall fill the vacant post.

4. The Scientific Council shall consist of all the Integrated Researchers with a Doctorate.

a) the Scientific Council shall normally meet twice a year and extraordinarily whenever it is convened for this reason.

5. The General Assembly shall consist of all the Integrated Researchers, with and without a Doctorate, and the collaborators.

a) the General Assembly shall normally meet once a year and extraordinarily whenever it is convened by the Executive Director or following a request by at least a quarter of the members.

6. The Research Groups shall consist of all the Integrated Researchers, with and without a Doctorate, and the collaborators whose activity focuses on an area previously defined and approved by the Scientific Council.

a) The Research Groups shall be led by a Coordinator and an Assistant Coordinator, elected by a secret ballot of the Integrated Researchers with a Doctorate of the group in question, for a period of two years, renewable and congruent with the terms of office of the Board of Directors.

b) The Integrated Researchers, with and without a Doctorate, and the collaborators may be members of only one Research Group.

c) The Integrated Researchers, with and without a Doctorate, and the collaborators may however be members of different cross-cutting Thematic Lines, where previously defined and approved by the Scientific Council.

7. The Board of External Advisors shall be constituted in accordance with the rules of operation of the regulating entity of the National Research System for the Research Units.

8. The Editorial Committee shall consist of a minimum of three Integrated Researchers with a Doctorate.

a) The Editorial Committee shall be nominated by the Board of Directors and approved by the Scientific Council.

b) The Editorial Committee shall have a two year mandate.

9. The CESEM shall have a Research Management Team, reporting to the Executive Commission.

a) The members of the Research Management Team shall be selected through public competition in accordance with the law.

## **Article 7**

### **(competencies and functions)**

1. The Board of Directors shall have final responsibility for the strategy and decision-making of the Scientific Council; the designation of human resources to specific tasks; interim decision-

making between meetings when required; the regular evaluation of outputs from activities; financial monitoring and the nomination of members of the Board of External Advisors for approval by the Scientific Council.

2. The President shall be responsible for representing the CESEM externally; convening ordinary and extraordinary meetings of the Scientific Council and the General Assembly and proposing partnership arrangements with other institutions.

a) The President may simultaneously occupy the post of Executive Director.

3. The Executive Director shall be responsible for the management of the day to day administrative coordination of the CESEM; official representation of the CESEM; proposing programmes of activity to the Scientific Council; convening ordinary and extraordinary meetings of the Scientific Council; proposing partnership arrangements with other institutions; preparing the annual report and budget; implementing the budget; keeping the Research Management Team updated on financial management and preparing the annual statement of accounts.

a) The designated substitute member of the Board of Directors may stand in for the Executive Director in all or any of the functions described in 7. 3, by reason of the absence of the Executive Director or by delegation.

4. The Executive Secretary shall be responsible for assisting the Executive Director in all of their functions; preparing the papers for meetings; writing the minutes of meetings and supporting the day to day administrative functions of the CESEM Research Management Team, including website management and the preparation of funding applications.

5. The Scientific Council shall be responsible for coordinating the research activity of the CESEM; making decisions on research projects and strategies; making decisions on alterations to the Research Groups; defining Thematic Lines; defining the criteria for associate membership of the CESEM; approving the acceptance and dismissal of members; electing the President, the Executive Director, the Executive Secretary and the voting members of the Board of Directors; dismissing the Board of Directors according to the terms of 1.1.9; approving the budget and annual plan of activities; approving the Board of External Advisors and Editorial Committee proposed by the Director; convening ordinary and extraordinary meetings of the General Assembly and making decisions or offering opinions on questions submitted to it by the Board of Directors.

6. The General Assembly shall be responsible for reviewing the annual plan of activities; proposing alterations to the functioning of the CESEM; proposing new members or collaborations and offering opinions on questions submitted to it by the Board of Directors.

a) At the beginning of every session of the General Assembly a Committee shall be constituted to lead the work, presided over by a member of the Board of Directors.

7. The Coordinators and Assistant Coordinators of the Research Groups shall be responsible for proposing research objectives and strategies; supporting and monitoring these when approved; facilitating links between individual research projects; producing the annual report of activities and using it as a tool for evaluation; convening regular meetings of the group to coordinate individual and collective research work; facilitating internal peer reviewing and discussions about work in progress; encouraging reflection about research methodology and facilitating the integration of students and young researchers.

8. The Coordinators and Assistant Coordinators of the satellite research units shall be responsible for the management of all material, human and financial resources assigned to the satellite research unit and for ensuring effective communication with the central office of the CESEM in respect of the administration and activities of the satellite research unit.

a) The Coordinators and Assistant Coordinators of the satellite research units shall be selected by secret ballot by the Integrated Researchers with a Doctorate of the satellite research unit, for a period of two years, renewable and congruent with the terms of office of the Board of Directors.

9. The Board of External Advisors shall be responsible for reviewing and evaluating the annual report of activities, advising the Board of Directors and proposing methods or initiatives to strengthen the execution and impact of the strategy defined by the Scientific Council.

a) The members of the Board of External Advisors should visit the CESEM at least once per year.

10. The Editorial Committee shall be responsible for implementing the editorial policy defined by the competent authorities of the CESEM and evaluating the editorial proposals submitted to it.

11. The Research Management Team shall be responsible for supporting the functions of the Secretary; administrative tasks and day to day financial management; training in procurement processes for equipment, goods and services; document management systems; coordination with the services of NOVA FCSH and the regulating entity of the National Research System; library management, equipment and website maintenance and logistical support to the authorities and members of the CESEM, including a daily requirement for attendance in person.

#### **Article 8**

##### **(election of the President, Executive Director, Executive Secretary and Voting Members of the Board of Directors)**

1. The President, the Executive Director, the Executive Secretary and the voting members of the Board of Directors, two voting members and two substitute members, shall be elected by secret ballot, using a list system, by the Scientific Council, for a period of two years, renewable.

2. The date of the election shall be decided by the Board of Directors and publicised at least 30 days in advance.

3. The Board of Directors shall be responsible for the co-option of the representatives of the satellite research units, elected according to the terms of 7. 8 a), the Coordinators and Assistant Coordinators of the Research Groups, elected according to the terms of line 6. 6 a), and the previous President or Presidents of the CESEM.

#### **Article 9**

##### **(dismissal and term of election of the Board of Directors)**

1. The Board of Directors may be dismissed by the Scientific Council following a request for dismissal, duly substantiated, signed by two thirds of its members.

2. The members of the Board of Directors may at any time offer their resignation, with justification, in writing.

3. A dismissed Board of Directors shall remain in charge of day-to-day management until a new Board of Directors is appointed, for a maximum of sixty days.

### **Chapter IV (final provisions)**

#### **Article 10**

##### **(implementation of Statutes and election of authorities)**

The current Statutes shall come into force as soon as they are approved by the CESEM Scientific Council. The election of the CESEM authorities shall be required within a maximum period of sixty days.

### **Article 11 (revision of Statutes)**

Any alteration to the current Statutes must be approved by an absolute majority of the Integrated Researchers with a Doctorate of CESEM.

### **Article 12 (omitted material)**

On any material omitted from these Statutes, the CESEM shall be governed by current legislation.

### **Appendix Membership criteria for Integrated Researchers**

1. A contract or agreement with a Portuguese institution.
2. A minimum of 25% of total work time to be dedicated to research.
3. To have produced in the last five years at least five indicators of research output or artistic creation, if the doctoral degree was awarded more than five years ago, or three indicators (which can include the doctoral thesis) if the doctoral degree was awarded five years ago or fewer, or three indicators if the master's degree was awarded more than five years ago, or two indicators (which can include the master's thesis) if the master's degree was awarded five years ago or fewer.
  - a) at least one of the indicators of research output referred to in no. 3 should be in an international publication; this criterion is optional in the case of applied artistic research such as musical composition.
  - b) For the purposes of no. 3, four substantial articles or chapters of a book (including conference proceedings) are considered equivalent to a book.
  - c) indicators admitted in no. 3 exclude entries in dictionaries or encyclopedias that occupy less than two pages or four columns, posters, reviews, programme notes and other minor publications.